# **CONTRACT USER GUIDE**



# How to Use the Security Services and Fence Rental, Statewide Contract

**Contract #**: FAC72 **Contract Duration:** 10/04/2010 to 12/31/15

MMARS #: FAC72\* Options to renew: None remaining

**Contract Manager:** Jodi Paris Anastos – 671-720-3169 – jodi.parisanastos@state.ma.us

This contract contains: Supplier Diversity Office (SDO) Businesses and Environmentally Preferable Products

(EPP) Programs and Prompt Pay Discount Program

Last change date: 02/05/15

# **Contract Summary**

This contract is for the supply and delivery of **Security Services and Fence Rental**. The following categories of services are available under contract:

Security Guard Services	Fence Rental		
Basic Security Guard	Chain Link		
Armed Guard	Chain Link w/privacy		
Wanding	European Fencing		
Supervisor	Other Fencing Options		
Patrol Car	Labor		

# **Benefits and Cost Savings**

Prompt Pay Discount

### Who Can Use This Contract

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

#### **Eligible Entities:**

- 01. Cities, towns, districts, counties and other political subdivisions
- 02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- 03. Independent public authorities, commissions and quasi-public agencies
- 04. Local public libraries, public school districts and charter schools;
- 05. Public Hospitals, owned by the Commonwealth;
- 06. Public institutions of high education
- 07. Public purchasing cooperatives;
- 08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- 09. Other states and territories with no prior approval by the State Purchasing Agent required; and
- 10. Other entities when designated in writing by the State Purchasing Agent.

Updated: February 5, 2015 Page 1 of 3



# **Pricing and Purchase Options**

**Purchase Options**: Services will be purchased through a fee for service agreement.

**Pricing and buying details:** Details for all pricing can be found on Cost Tables located under each vendor's name and MBPO number (see below).

- Security Guard Services four statewide contractors.
- Fence Rental one statewide contractor.

**Security Guard Services Engagement:** Entities using this contract should develop their scope of work and meet with the contractor they select to finalize and put in writing a Statement of Work (SOW). Suggested details to include in the SOW are the patrol schedule, reporting process, emergency procedures and the schedule of guard shifts and number of guards. Additionally, holiday coverage and overtime payment agreements must be detailed as part of the written SOW.

**Fence Rental Services Engagement**: Entities ordering services under this contract will produce their own written scope of work with the Contractor. Upon assignment the contractor must furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily install required temporary fencing and barriers. Departments are cautioned not to sign any Contractor rental agreements or other documents that may conflict with the Commonwealth's contract and standard terms and conditions. The terms of the rental are identified within this contract.

Financial penalties for failure to meet the scope of work should be clearly identified within the written SOW before work begins.

#### **Additional Information**

Departments are encouraged to submit comments and complaints to the Contract Manager regarding any occurrence which relates to a contractor's performance that does not meet the terms and conditions of the contract. Each complaint will be filed according to date, complainant, Department, contract, nature of complaint, action taken and date resolved.

## **Vendor List and Contract Information**

#### **Security Guard Services Vendors**

Vendors	Contact	Telephone	Email	MBPO#
Internal Security Associates LLC	Stephen Harney	508-893-9900	sharney@isa.us.com	PO-14-1080- 1080C-1080L- 00000000981
G4S Secure Solutions USA Inc	Donald Giancioppo	781-425-6800	donald.giancioppo@usa.g4s.com	PO-15-1080- OSD03-SRC3- 00000002024
U.S Security Associates	John Paretti	617-242-1617	jparretti@ussecurityassociates.com	PO-14-1080- 1080C-1080L- 00000000982
Madison Security Group Inc.	Tim Grover	978-459-5911 x 2200	tim@madisonsg.com	PO-14-1080- OSD01-OSD10- 00000001421

#### **Fence Rental Vendor**

Vendors	Contact	Telephone	Email	MBPO#
Internal Security Associates LLC	Stephen Harney	508-893-9900	sharney@isa.us.com	PO-14-1080-1080C- 1080L-00000000981

Updated: February 5, 2015 Page 2 of 3



# **Strategic Sourcing Services Team Members**

Charles Caron DPH Charles.Caron@MassMail.State.MA.US

Janytt Scott DOE Jayntt.Scott@MassMail.State.MA.US

John Scheiffern DOE John.Scheiffern@MassMail.MA.US

Michael Courtney BSB Michale.Courtney@MassMail.MA.US

# Where to Obtain Important Contract Information

To obtain in depth contract information, please see the preceding table that identifies contract vendors and their award category and MBPO number. Next, go to <a href="www.commbuys.com">www.commbuys.com</a> to search on the particular vendor's MBPO number to see the vendor specific pricing for the available services and categories of security services.

Updated: February 5, 2015 Page 3 of 3